



The following procedures are intended to provide a user-friendly guideline for navigating the process of submitting Savings Plus 401(k), 457, PST, and ARP deductions to CalHR.

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REPORTING DATA:

Fairs Contribution Site:

1. Location: <https://portal.dpa.ca.gov/eapps/fairscontribution/>
2. Username: Your email is your username

FTP Site:

- Location: <https://ftp.dpa.ca.gov>

LEGAL AUTHORITY

Savings Plus requires HR offices to post payroll deductions timely. For 401(k) and 457 plans, withholdings must post by the first business day following the prior pay period. For ARP and PST plans, withholdings must post as soon as practicable, but no later than 15 business days after the paycheck was issued that reflects the withholding as noted in [PML 2011-042](#) and [PML 2012-012](#).

Most DAA fairs have a semi monthly pay cycle (mid-month and month-end) on designated dates. CalHR prepares a semiannual contribution timetable which corresponds to the semi-monthly pay cycle of most DAA Fairs. To comply with IRS requirements, DAA Fairs must submit deduction data to CalHR during the closest processing period following each payroll cycle.

DEDUCTION FEES

- ARP **per deduction** fee: \$4.80
- PST **per deduction** fee: \$2.45
- 401(k) / 457 deduction fee \$0.00

Mail all PST and ARP Administrative Fees to:

Department of Human Resources
1515 "S" Street, Suite 400N
Attn: Cathy Hoang
Sacramento, CA 95811

Calculating Administrative Fees:

Step 1: Determine number of deductions in ARP (positive and negative deductions) and multiply by ARP per deduction fee.

Step 2: Determine number of deductions in PST (positive and negative deductions) and multiply by PST per deduction fee.

This amount remains unchanged regardless of whether the fair submits through a third party payroll agency or directly to CalHR. There are no deduction fees for the 401(k) Plan or 457 Plan. Fees are reviewed annually and may be adjusted. **For questions, contact Cathy Hoang at 916-324-9422.**

LATE POSTING PENALTIES

IRS requires that participant accounts be made whole if the participant is disadvantaged due to late deduction posting. Late deduction posting imposes an undue hardship on Savings Plus and negatively affects other account services. As such, CalHR will also assess a \$500 administrative fee for each account that is posted late. To avoid penalties, CalHR must receive a valid file **and** fund transfer by the due dates reflected in the [Fairs Contribution Schedule](#) (see columns 1, 2, and 3).

DEDUCTION CODES

401(K) Deduction Codes

Type	Deduction Code	Plan Code
Pre-Tax Deduction	029	401
Loan 1 Repayment	075	401
Loan 2 Repayment	075	402
Roth Deduction	075	010

457 Deduction Codes

Type	Deduction Code	Plan Code
Pre-Tax Deduction	029	457
Loan 1 Repayment	075	457
Loan 2 Repayment	075	458
Roth Deduction	075	011

PST Deduction Code

Type	Deduction Code	Plan Code
Pre-Tax Deduction	029	999

ARP Deduction Code

Type	Deduction Code	Plan Code
Pre-Tax Deduction	029	414

ACH OR WIRE TRANSFER INSTRUCTIONS:

Fairs may choose ACH or Wire to transfer funds as long as the transfer is issued by the due date. See [Fairs Contribution Schedule](#).

Step 1:

Transfer your funding directly to JP Morgan for deposit prior to the cut-off date. See [Fairs Contribution Tables](#).

Contact Savings Plus for specific ACH routing information.

JP Morgan Chase Bank
Account # 900-xxxx-xxx
ABA# xxxxxx
Name: PTFS Operations
FFC: xxxxxx State of Cal.

Step 2: Submit your admin fees via paper check or ACH to the State Treasury as follows:

CalHR Accounting - Attn: Cathy Hoang
1515 S Street, Suite 400N
Sacramento, CA 95811

(Contact Savings Plus for specific ACH routing information. Contact Savings Plus for specific ACH routing information.)

Bank of America
Sacramento Main #1489
555 Capital Mall, Suite 765

Sacramento, CA 95814

For credit to the State of California

Account # xxxxxx

ABA# xxxxx

For further credit to Dept. of Human Resources

Reference: Cathy Hoang (916) 324-9422

Step 3: Send an email to anthony.v.sottile@jpmorgan.com, catherine.hoang@calhr.ca.gov, and sarah.ketchum@calhr.ca.gov. For the sake of accuracy, we recommend you simply copy and past the ACH format into an email and fill in the x's with the correct dollar amounts.

ACH Format

Fund Transfer in total amount of \$xxx.xx has been sent to JP Morgan today.

401(k) Deduction total = \$xxxx.xx

401(k) Loan total = \$xxxx.xx

457 Deduction total = \$xxxx.xx

457 Loan total = \$xxxx.xx

ARP Deduction total = \$xxxx.xx

PST Deduction total = \$xxxx.xx

Additionally, CalHR admin fees in the amount of \$xx.xx were sent to (CalHR / the State Tr

650 FILE

CalHR receives notice of new deductions, changed deduction amounts, and cancelled deductions via the 650 file. CalHR receives this file by the 4th business day of each month.

CalHR loads the 650 file into the fair's contribution site according to the fair code provided. The 650 file contains loan and deduction information that is either new, changed, or cancelled. Each fair must check the 650 file each processing period and include any requested changes in their next payroll file.

Code	Description
1	New
2	Delete
3	Change

Note: If a participant stops and restarts their deduction, the code used is 1 (New) not 3 (Change).

To review the 650 report for your fair, click "650 Reports" from the welcome page on the Fairs Contribution site, then select the most recent processing period. Update your payroll records with the information shown in the report.

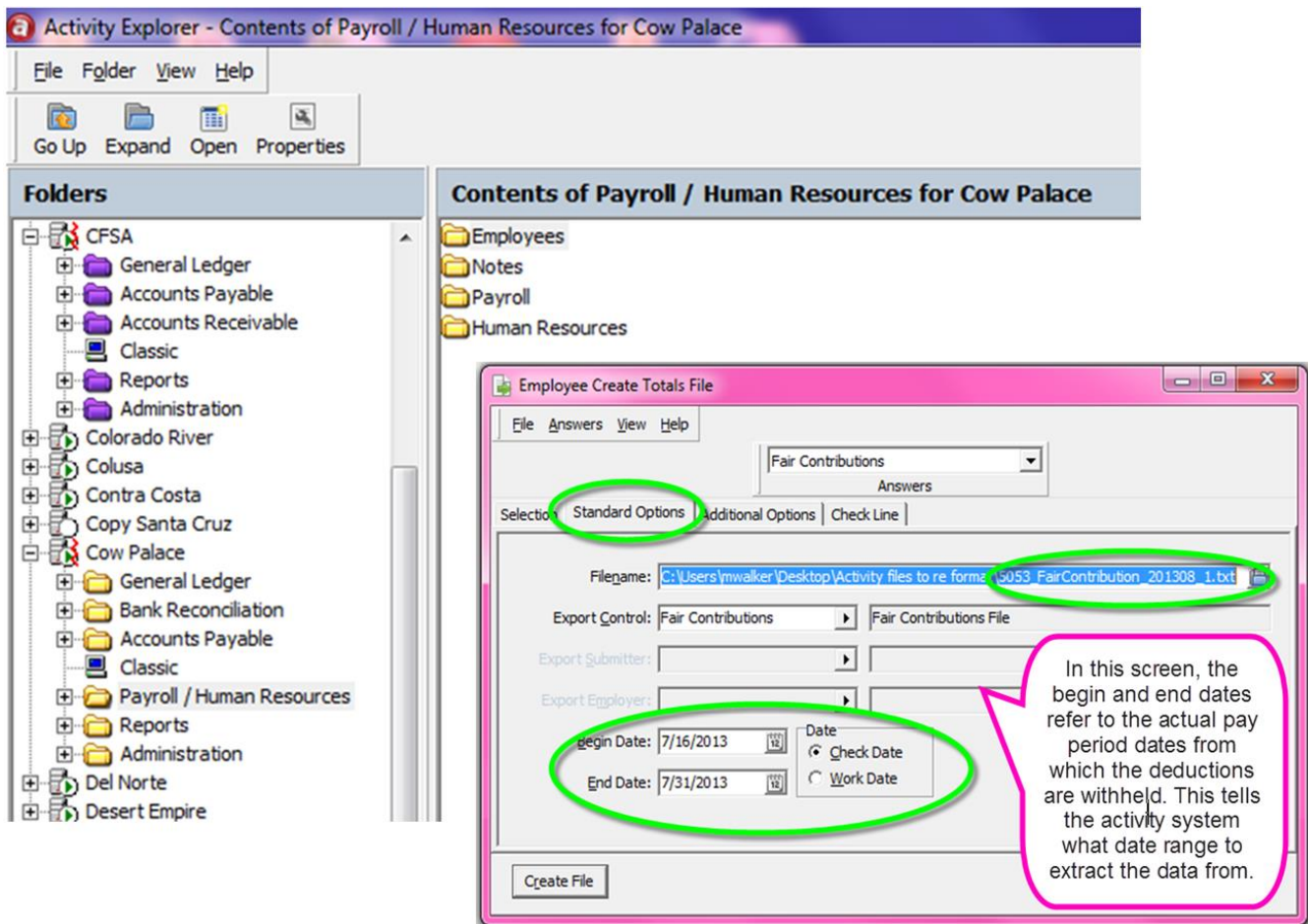
FAIRS CONTRIBUTION SCHEDULES

Pay Period	Key or upload data within date range (by no later than 11:59 pm on last day)	Provide funding via ACH to JP Morgan by 4:00 pm on date below	CalHR Accounting emails Investment Summary to Aon Hewitt. Aon Hewitt reviews deduction details by COB on date below.	Aon Hewitt posts transactions by COB Eastern Time on date below.
month end - 12/2013	12/20/2013 - 12/27/2013	12/30/2013	12/31/2013	1/2/2014
mid-month - 1/2014	1/6/2014 - 1/10/2014	1/14/2014	1/15/2014	1/16/2014
month end - 1/2014	1/22/2014 - 1/28/2014	1/29/2014	1/30/2014	1/31/2014
mid-month - 2/2014	2/5/2014 - 2/12/2014	2/13/2014	2/14/2014	2/18/2014
month end - 2/2014	2/20/2014 - 2/26/2014	2/27/2014	2/28/2014	3/3/2014
mid-month - 3/2014	3/6/2014 - 3/12/2014	3/13/2014	3/14/2014	3/17/2014
month end - 3/2014	3/20/2014 - 3/26/2014	3/27/2014	3/28/2014	4/1/2014
mid-month - 4/2014	4/7/2014 - 4/11/2014	4/14/2014	4/15/2014	4/16/2014
month end - 4/2014	4/22/2014 - 4/28/2014	4/29/2014	4/30/2014	5/1/2014
mid-month - 5/2014	5/7/2014 - 5/13/2014	5/14/2014	5/15/2014	5/16/2014
month end - 5/2014	5/22/2014 - 5/28/2014	5/29/2014	5/30/2014	6/2/2014
mid-month - 6/2014	6/5/2014 - 6/11/2014	6/12/2014	6/13/2014	6/16/2014
month end - 6/2014	6/20/2014 - 6/26/2014	6/27/2014	6/30/2014	7/1/2014
mid-month - 7/2014	7/7/2014 - 7/11/2014	7/14/2014	7/15/2014	7/16/2014
month end - 7/2014	7/22/2014 - 7/28/2014	7/29/2014	7/30/2014	7/31/2014
mid-month - 8/2014	8/7/2014 - 8/13/2014	8/14/2014	8/15/2014	8/18/2014
month end - 8/2014	8/21/2014 - 8/27/2014	8/28/2014	8/29/2014	9/2/2014
mid-month - 9/2014	9/5/2014 - 9/11/2014	9/12/2014	9/15/2014	9/16/2014
month end - 9/2014	9/22/2014 - 9/26/2014	9/29/2014	9/30/2014	10/1/2014
mid-month - 10/2014	10/7/2014 - 10/13/2014	10/14/2014	10/15/2014	10/16/2014
month end - 10/2014	10/22/2014 - 10/28/2014	10/29/2014	10/30/2014	10/31/2014
mid-month - 11/2014	11/5/2014 - 11/12/2014	11/13/2014	11/14/2014	11/17/2014
month end - 11/2014	11/19/2014 - 11/25/2014	11/26/2014	12/1/2014	12/2/2014
mid-month - 12/2014	12/5/2014 - 12/11/2014	12/12/2014	12/15/2014	12/16/2014
month end - 12/2014	12/22/2014 - 12/29/2014	12/30/2014	12/31/2014	1/2/2015

ACTIVITY SITE INSTRUCTIONS

The “Activity Payroll System,” is already set-up with all the technical configurations needed to submit electronically to CalHR. Follow these steps to create your file:

1. Open your “Payroll Human Resources” tab in the Activity System.
2. Next, right click “Employees”
3. Use “ Select and Create Totals File”
4. “Fair Contribution” /saved answers should appear
5. Open the “Standard Options” tab
6. Verify that the file name is correct (**XXXX_FairContribution_YYYYMM_#.txt**) & change the date
7. Open the “Additional Options” tab
8. Verify that information in each field is correct.
9. Save the file to your computer.



Activity Explorer - Contents of Payroll / Human Resources for Cow Palace

File Folder View Help

Go Up Expand Open Properties

Folders

- CFSA
 - General Ledger
 - Accounts Payable
 - Accounts Receivable
 - Classic
 - Reports
 - Administration
- Colorado River
- Colusa
- Contra Costa
- Copy Santa Cruz
- Cow Palace
 - General Ledger
 - Bank Reconciliation
 - Accounts Payable
 - Classic
 - Payroll / Human Resources
 - Reports
 - Administration
- Del Norte

Contents of Payroll / Human Resources for Cow Palace

- Employees
- Notes
- Payroll
- Human Resources

Employee Create Totals File

File Answers View Help

Fair Contributions

Answers

Selection | Standard Options | **Additional Options** | Check Line

Pay Period Month: 08

Pay Period Year: 2013

1 - 1st Half / 2 - 2nd Half: 1

File Creation Date: 8/5/2013

Fair #: 5053

Create File

Remember: The Pay Period Month, Pay Period Year, etc. all refer to the CalHR processing period, not the actual pay period from which the deductions were withheld.

EXTRANET SITE INSTRUCTIONS

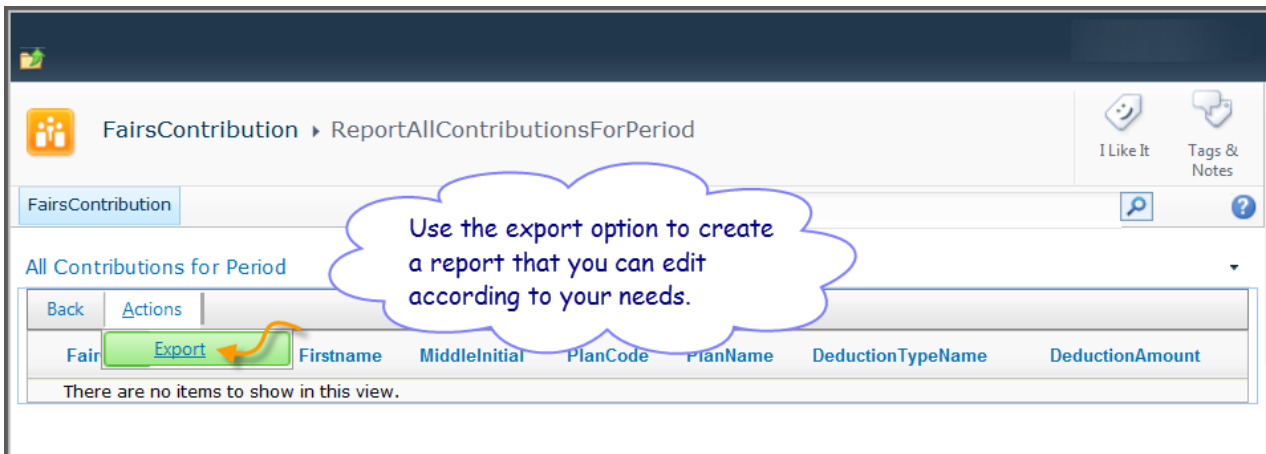
Use the extranet to submit manual data entries and to modify data after electronic submission within the processing period.

Note: All Fairs may choose to enter their data manually or upload an electronic file. However, Fairs that operate in the “Classic System” *may* be unable to generate an electronic file in the required file format.

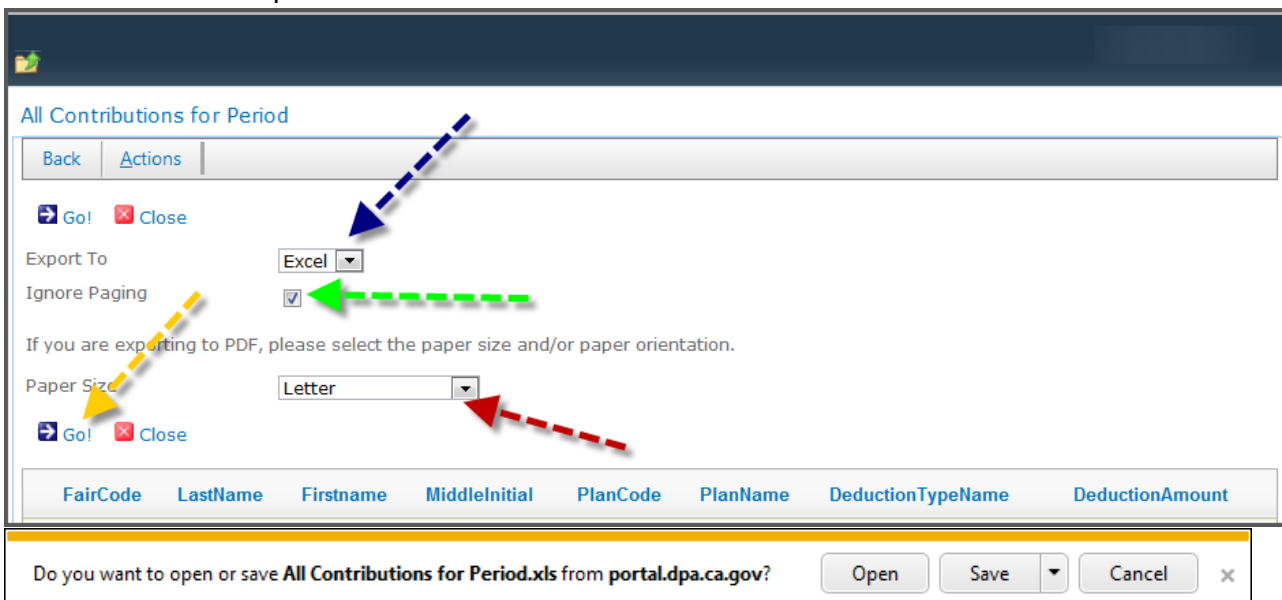
1. Open <https://portal.dpa.ca.gov/eapps/fairscontribution/> (Your email is your username)
2. Click the image or click “**Manage Fairs Contribution Information**” under “**Start Here.**”
3. Select your fair name.
4. Click “**Manage Current Contribution Period**” to enter new deduction data for each employee.

Processing Period Reports - Use reports to reconcile the total deductions with your payroll records. Choose a processing period, then select “**All Contributions for Period.**”

On the next screen, select “*Actions*” then “*Export*”



1. Export to: Excel
2. Check the “Ignore Paging” box
3. Select paper size: Letter
4. Click Go!
5. Then click “Open” or “Save” and select a file location



FTP SITE INSTRUCTIONS

Checklist

1. Create your file as described in the [Activity Payroll System Set-Up](#) section.
2. Confirm file name is correct: **XXXX_FairContribution_YYYYMM_#.txt**
3. Open your file and confirm that the header, footer, and format is correct.
4. Go to <https://ftp.dpa.ca.gov/>.
5. Login and locate your fair folder under EDI Main.
6. Navigate to your inbound folder and use the “browse” button to upload your file.
7. Check the Inbound Folder after 30 minutes to confirm that your file transferred successfully (if the file is still on the FTP site after 30 minutes, the transfer was **NOT** successful).
8. Check the extranet site to confirm that your contribution totals are correct.
9. Submit your fund transfer to JPMorgan Chase following the [ACH or Wire Transfer Instructions](#).
10. Email CalHR & JPMorgan Chase to confirm fund transfer amount per plan type as directed in the [ACH or Wire Transfer Instructions](#).

File Requirements

BEFORE you upload to the FTP inbound file, you must verify that your file is in the proper format. All **FTP Files must be pipe delimited**. Pipes (|) are generally located on your keyboard above the “Enter” key and as a shared key item with the back slash (\).

Header Record (first line in file)

Field #	Description	Length	Format	Comment	Required
1	Pay Period Month	2	MM	Month of pay period	R
2	Pay Period Year	4	YYYY	Year of pay period	R
3	Pay Period	1	#	1 – first half 2 – second half	R
4	File Creation Date	8	YYYYMMDD		R
5	Fair Code	4	X(4)		R

Detail Record

Field #	Description	Length	Format	Comment	Required
1	SSN	9	#(9)	No dashes or hyphens	R
2	Last Name	50	X(50)		R
3	First Name	50	X(50)		R
4	Middle Initial	1	X		R
5	Address	255	X(255)	Street Address Ex: 100 Home Street, Apt 345	R
6	City	25	X(25)		R
7	State	2	X(2)		R
8	ZIP Code	5	#(5)		R
9	Birth date	8	YYYYMMDD		R
10	Rehired Annuitant Code	1	X	Optional field, can be blank: R – Rehired Annuitant	NR
11	Annualized Base	10	#(7).(2)	Annual Salary Rate – for 401(k) and	R

Field #	Description	Length	Format	Comment	Required
	Salary			457 only	
12	Tran Code	3	X(3)	Employment Status codes • A01 – Active EE • S01 – Terminated/Separated EE • S95 – EE is deceased • M01 – Military Leave • E01 – Medical Leave	R
13	Status Effective Date	8	YYYYMMDD	Employment status effective date is required if there is a change in employment status (Field 12).	NR
14	Deduction Code	3	#(3)	029 – Contribution 075 – After-Tax Deduction (Loans & Roth)	R
15	Plan Code	3	#(3)	Valid Values: • 401 – 401k Plan Contribution / Loan 1 • 402 – 401k Plan Contribution / Loan 2 • 457 – 457 Plan Contribution / Loan 1 • 458 – 457 Plan Contribution / Loan 2 • 010 – Roth 401k • 011 – Roth 457 • 414 – ARP Contribution • 999 – PST Contribution	R
16	Deduction Amount	11	(-)#(7).#(2)	• Contribution Amount (Examples for a \$50.75 deduction) • Example 1 = “ 50.75” • Example 2 = “ -50.75” (Negative Amount, floating negative sign)	R

Trailer Record (last line in file)

Field #	Description	Length	Format	Comment	Required
1	Total Record Count	6	#(6)		R
2	Total Deduction Count	6	#(6)		R
3	Total Deduction Amount	12	(-)#(8).#(2)		R

Examples of Deductions and indicative data for all plans (PST, ARP, 401(k) & 457)

Deductions

5022_FairContribution_201211_1.txt					
11	2012 1 20121110 5022				
111223333	Brown Pat R 7725 Rocky Road, Apt.B Elk Grove CA 95634 19800502				
222446666	Moore Joe 2323 Front St, Ste.345 Sacramento CA 95828 19600707				
999553232	Smith John L 1212 16th St Sacramento CA 95820 19751015 R 55000 A01				
999553232	Smith John L 1212 16th St Sacramento CA 95820 19751015 R 55000 A01				
4 3	175.75				

John Smith has multiple deductions (457 and 401k)

- There should be a record for each deduction
- His records have an “R” in the field after his DOB to indicate he’s a rehired annuitant
- Annualized Base Salary field is required for 401k or 457 deduction records

Employee Information Change

5022_FairContribution_201211_1.txt

```
11|2012|1|20121110|5022
111223333|Brown|Pat|R|7725 Rocky Rd, Apt.B22|Elk Grove|CA|95634|19800502|||A01||029|414|25.00
222446666|Moore|Joe||2323 Front St, Ste.345|Sacramento|CA|95828|19600707|||S01|20121105|||0.00
999553232|Smith|John|L|1212 16th St|Sacramento|CA|95820|19751015|R|55000|A01||029|457|50.75
999553232|Smith|John|L|1212 16th St|Sacramento|CA|95820|19751015|R|55000|A01||029|401|100.00
4|3|175.75
```

Joe Moore has separated

- Tran Code (S01) indicates employee is separated
- Status Effective Date (20121105) indicates effective date of the employee’s separation status

Payroll Adjustment/Reversal

5022_FairContribution_201211_1.txt

```
11|2012|1|20121110|5022
123553232|Smith|Jane|L|1212 16th St, Ste.345|Sacramento|CA|95820|19751015|R||A01||029|999|500.00
1|1|500.00
```

Employer overpays a PST employee

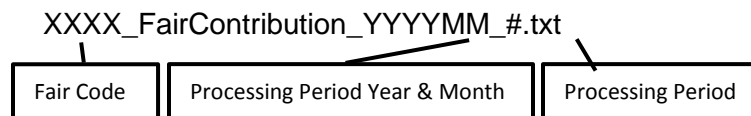
- Pay was calculated for 70 hours for a PST deduction of \$500 and employee only worked 50 hours
- Employer submits a payroll adjustment/reversal of **-\$150** on the next file along with normal deduction

5022_FairContribution_201211_2.txt <- Next pay period file

```
11|2012|2|20121123|5022
123553232|Smith|Jane|L|1212 16th St|Sacramento|CA|95820|19751015|R||A01||029|999|300.00
123553232|Smith|Jane|L|1212 16th St|Sacramento|CA|95820|19751015|R||A01||029|999|-150.00
2|2|150.00
```

Naming Convention

The file name is a coded formula that allows CalHR systems to automatically recognize and process the file as soon as it’s received. For that reason, the file name must be exact. The file name must contain the fair code, pay period year and month, and the processing period as follows:



File Totals

Files contain total deduction which you may use to cross check what you manually keyed. This will help you identify any typos or human errors before the processing period closes.

The file total is the last row of the file and it only contains three fields. For example:

```
183|183|11842.15
```

Total Record count and total record amount.

Checklist


	Task Name	Task Description
✓	File name is correct:	<p>XXXX_FairContribution_YYYYMM_#.txt</p> <p>Fair Code Processing Period Year & Month Processing Period</p>
✓	File Header is correct:	<p>02 2014 1 20140206 50XX</p> <p>Month Processing Period Year Processing Period File Creation Fair Code</p>
✓	Format is Correct	<p>Pipe delimited, with at least 15 pipes across each row. State should always say "CA" not cali, or Cali, or Ca. Also the city and state should be separated by a pipe delimitation.</p> <p>11 2012 2 20121123 5022</p>
✓	Deduction total is correct:	<p>After you submit your FTP file. Review the last line in your file which is the trailer record. It contains 3 pipe delimited sections as follows: Total number of records, Total number of deductions, and the Total Deduction amount. Make sure the total deduction amount is identical to the penny when compared to total deductions in the Extranet site.</p>
✓	Submit Your Funds	
✓	Submit ARP & PST Deduction Fees	

CalHR

Sign On

Username:

Password:

 Sign On

Security Notice

WARNING!

This network system is the property of the California Department of Human Resources and may be accessed only by authorized users. Unauthorized or illegal use may be a felony offense punishable under Section 502 of the California Penal Code and/or other laws. All information accessed may be intercepted, recorded, read, copied and disclosed by and to authorized personnel for official purposes, including investigations. By accessing and using this network, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. There are no implicit or explicit rights to privacy using this system, including information stored locally on the hard drive or other media in use with this unit (e.g., flash drives, hand-held peripherals, Compact Disk (CD)-ROMs, DVDs, etc.).

Need Help? [Tech Support](#) - [Online Manual](#)
 Forget your password? [Request a password change](#)





FTP Folders View

[skip repetitive navigation](#)

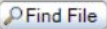
CalHR

Select "Folders" to locate your file


Signed onto CA Department of Human Resources [My Account](#) | [Sign Out](#)

-  Home
-  Folders
-  Packages
-  Logs



Find File/Folder:

 Find File

Go To Folder:

 Go To

Need Help?

-  [Online Manual](#)
-  [Tech Support](#)

Welcome to CA Department of Human Resources! Please watch this area for important messages.

Home

Announcements

Attention Secure Messaging Users

IMS has received a number of emails, from users, who have been unable to log on due to an invalid password.

The users who experience this issue are temporary users; created when a CalHR registered user initiates an Ad Hoc transfer (package). Once created, a temporary user has 7 days to log on or their account becomes inactive. Once inactive, the account has to be reset and the 7 day requirement begins again.

If temporary users do not sign in at least once every 7 days, their accounts become inactive.

Future emails, to the FTP Administrator, should reflect the last time a user has logged in.

Many Thanks,

IMS

FTP / EDI Main Folder

skip repetitive navigation

CalHR

Signed onto **CA Department of Human Resources** as [My Account](#) | [Sign Out](#)

- Home
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- Logs

Find File/Folder:

Go To Folder:

Need Help?

- [Online Manual](#)
- [Tech Support](#)

Folders and Files

Name	Created	Size/Contents	Creator	#	Actions
<input type="checkbox"/> EDI Main	7/30/2009 2:14:53 PM	9 0			

Select Folders: [All](#) - [Empty](#) - [Not Empty](#) - [None](#)

Select the EDI Main folder to proceed.

FTP Parent Folders and Files

skip repetitive navigation

CalHR

Signed onto **CA Department of Human Resources** as [My Account](#) | [Sign Out](#)

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Find File/Folder:

Go To Folder:

Need Help?

- [Online Manual](#)
- [Tech Support](#)

Folders and Files

Name	Created	Size/Contents	Creator	#	Actions
<input type="checkbox"/> Parent Folder					
<input type="checkbox"/> CalExpo Fair		3 0			
<input type="checkbox"/> CDFA		3 0			
<input type="checkbox"/> CFSA		3 0			
<input type="checkbox"/> Del Mar Fair		3 0			
<input type="checkbox"/> Sac County Fair		3 0			

Select Folders: [All](#) - [Empty](#) - [Not Empty](#) - [None](#)

Select your fair's parent folder.

FTP Inbound, Outbound, and Test Files

skip repetitive navigation

CalHR

Signed onto CA Department of Human Resources

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Find File/Folder:

Find File

Go To Folder:
/
Go To

Need Help?
[Online Manual](#)
[Tech Support](#)

/ EDI Main/Your Fair Name Here/

Go To Folder: / Go To

Folders and Files

Name	Created	Size/Contents	Creator	#	Actions
Parent Folder					
<input type="checkbox"/> Inbound					
<input type="checkbox"/> Outbound					
<input type="checkbox"/> Test					

Select Folders: [All](#) - [Empty](#) - [Not Empty](#) - [None](#)

Selected File/Folder Actions:
Perform Action: [Delete](#) [Copy](#) [Move](#) [Send Files...](#) [Download](#)

Copy/Move Options: To Folder: / EDI Main /
[Advanced Copy/Move Options >>](#)

Upload Files Now...

Select the Inbound folder to upload new files for CalHR. Select the Outbound folder to download files from CalHR. You'll receive an email notification whenever a new file is ready for you to download from your outbound folder.

FTP Upload / Download Wizard

skip repetitive navigation

CalHR

Signed onto CA Department of Human Resources as Sarah Ketchum (sarahketchum). [My Account](#) | [Sign Out](#)

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Find File/Folder:

Find File

Go To Folder:
/
Go To

Need Help?
[Online Manual](#)
[Tech Support](#)

/ EDI Main/ Parent File / Inbound/

Go To Folder: / Go To

Folders and Files

Parent Folder

There are no files or folders in this folder.

Upload Files Now...

Select a folder: / EDI Main / Parent File / Inbound

[CLICK HERE to Launch the Upload/Download Wizard...](#)

Use the upload/download wizard to send your secure files to CalHR or to retrieve secure files from CalHR.

FTP Add Files / Folders

DPA Upload Wizard - Upload to /EDI Main / Parent File / Test

MOVE wizard Please drop files into the list below, or use the buttons to the right.

Add File Remove

Add Folder

Filename	Size	Modified
C:\Users\sarahketchum\Desktop\Fair Contributi...	2,240,666	2013-02-12 15:57

You may choose "Add File" or "Add Folder." Select your file/folder then click ok. The file name/path will appear here.

Next > Cancel

FTP Upload Options

DPA Upload Wizard - Upload to /EDI Main / Parent File / Test

MOVE wizard

Choose Upload Options

☒ Upload files individually

☐ Upload all files as one .zip

Select upload files individually (recommended), then click "Next." You may also add notes.

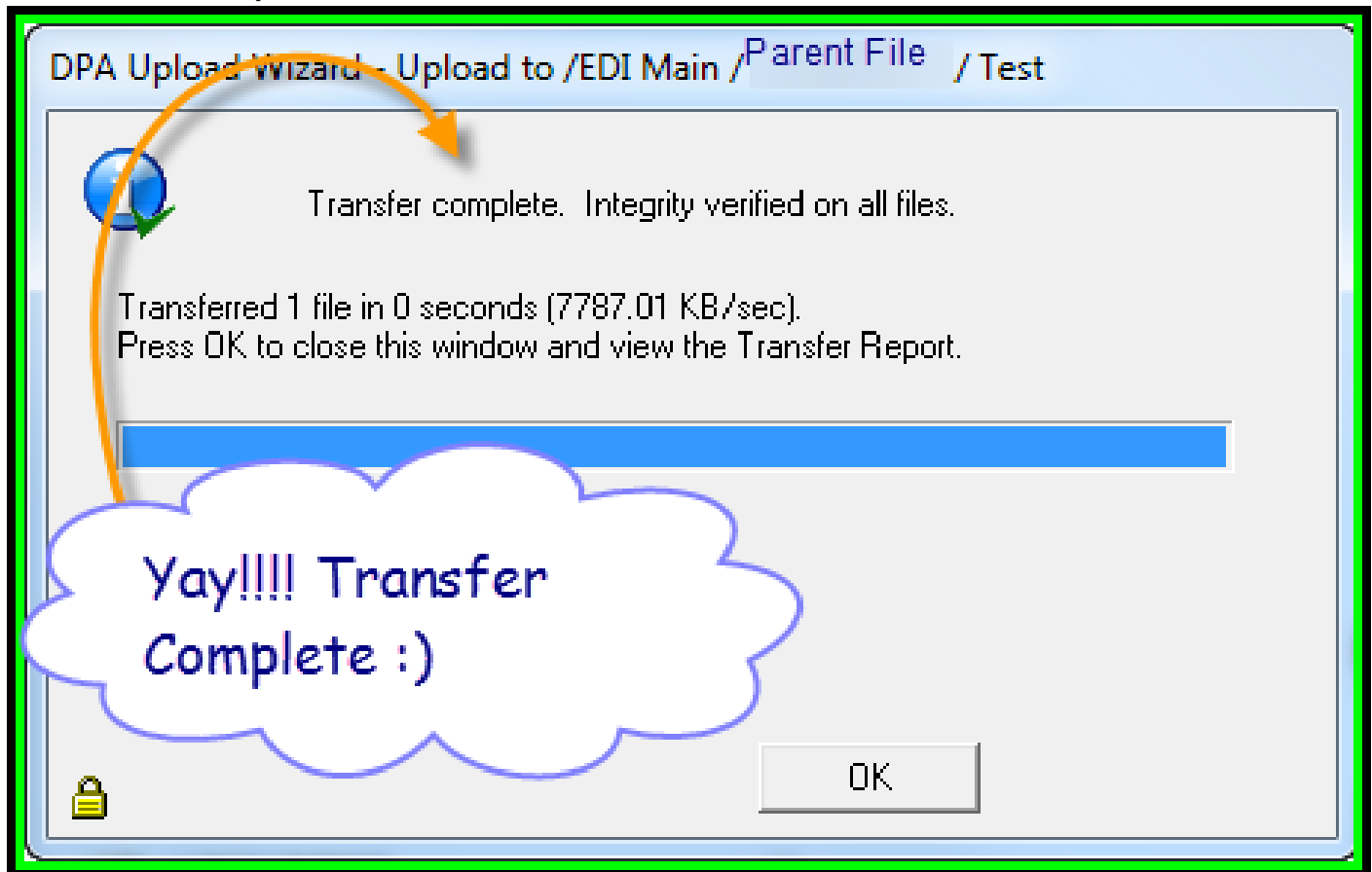
Notes:

☐ Prompt for "Upload As" names and notes

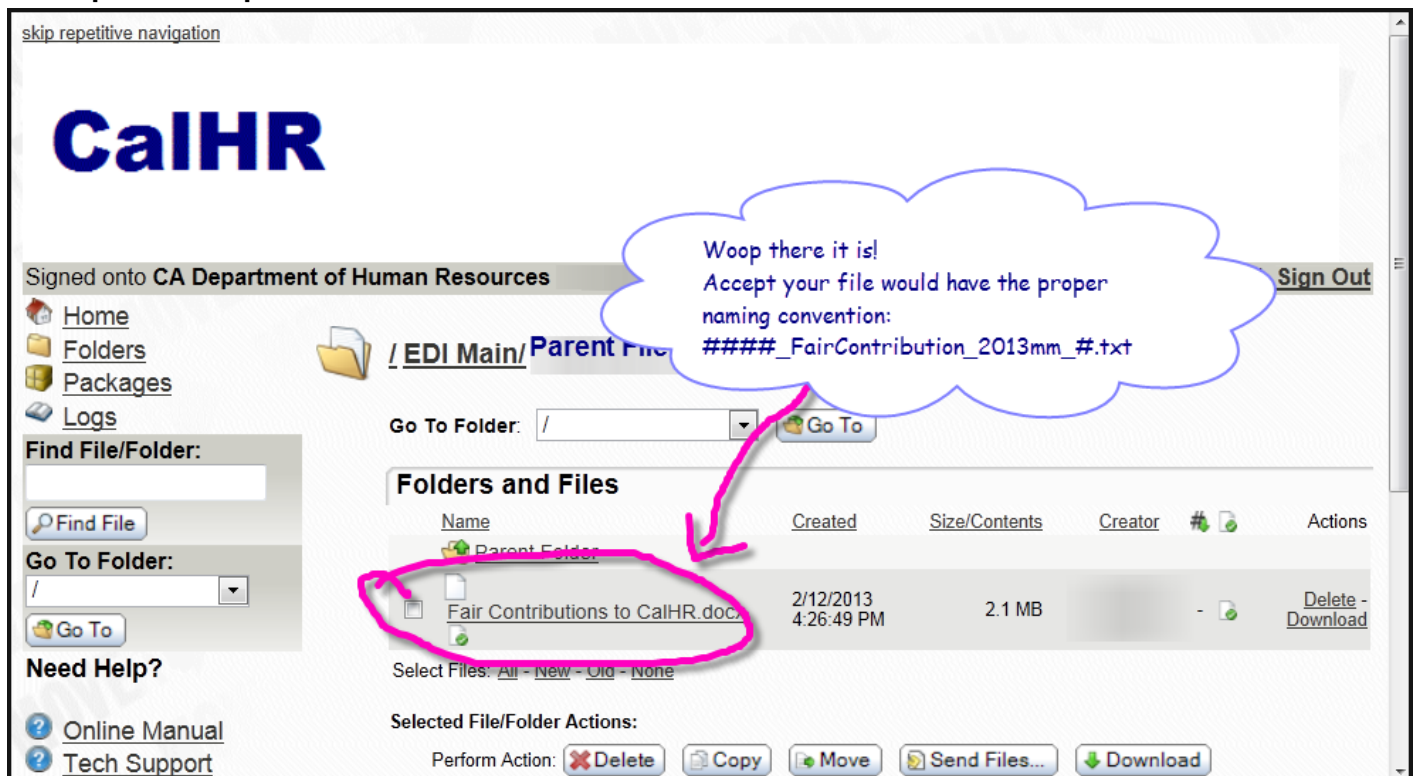
☐ Close Wizard when done

< Back Next > Cancel

FTP Transfer Complete

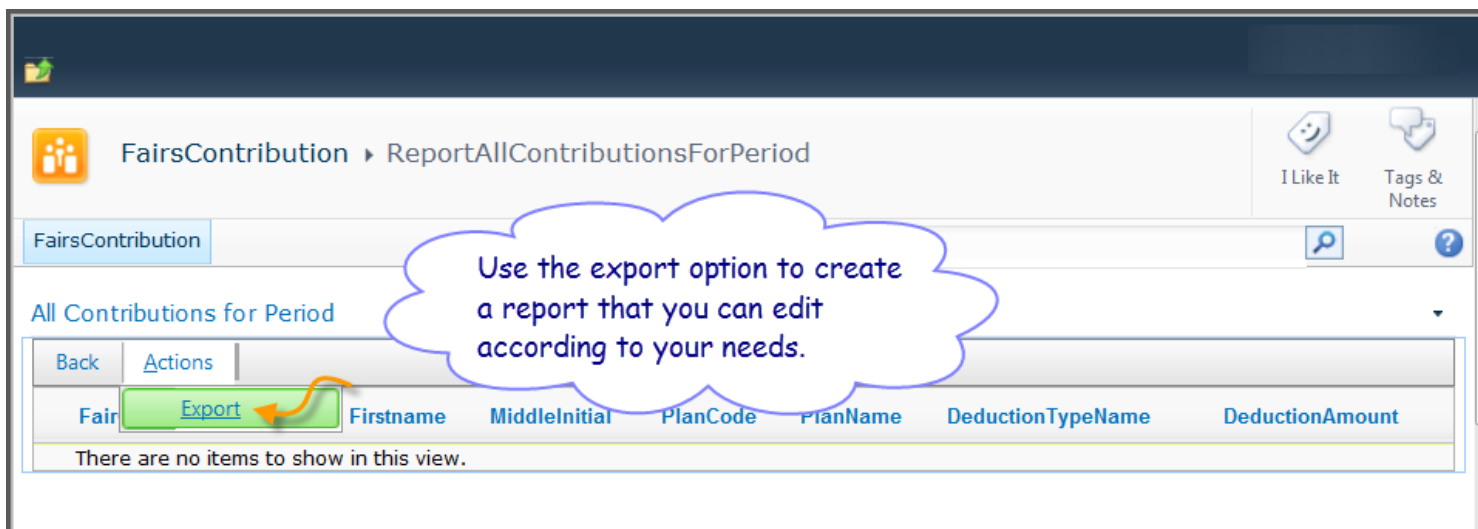


FTP Upload Complete



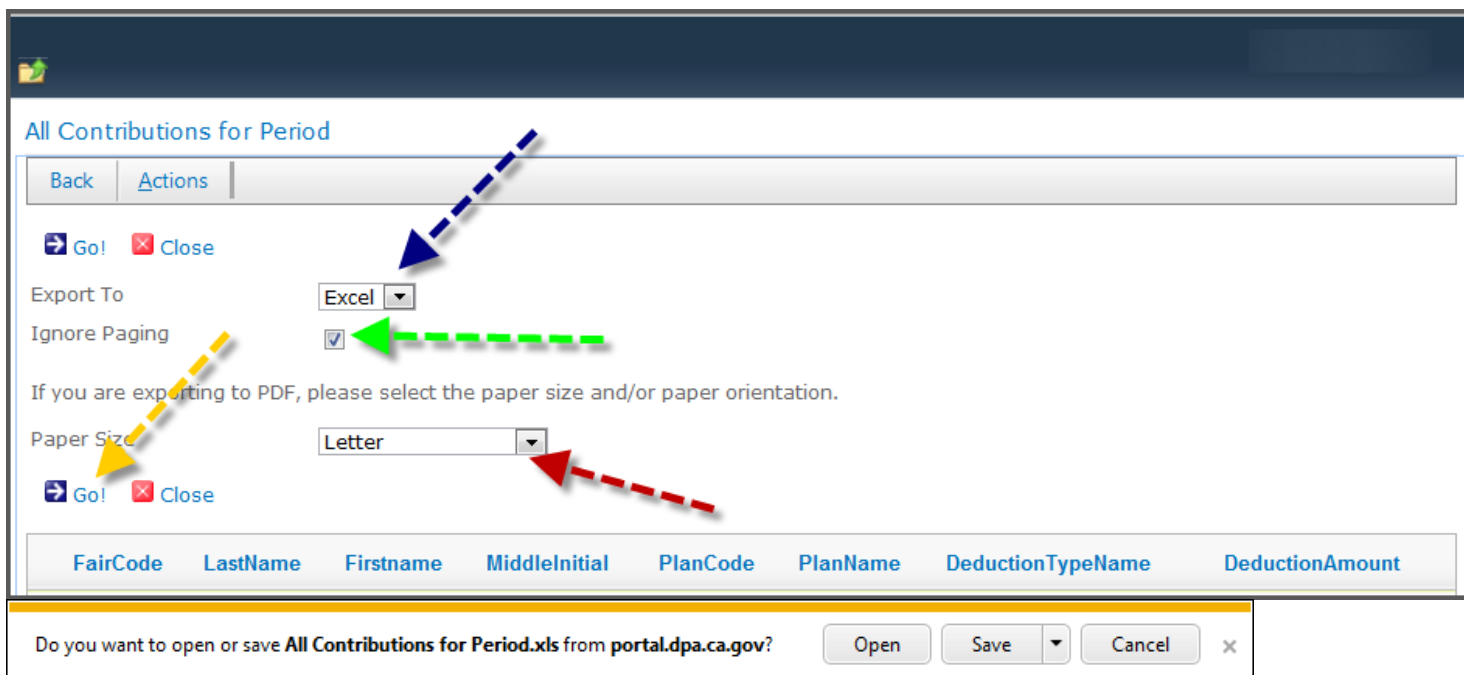
30 minutes after you upload your file, log in to the Extranet portal and view your information.

In the Processing Period Reports screen, select “[Actions](#)” then “[Export](#)”



On the next screen:

1. Export to: Excel
2. Check the “Ignore Paging” box
3. Select paper size: Letter
4. Click Go!
5. Then click “Open” or “Save” and select a file location



Once your data is in Excel format, you may save it to your preferred location and manipulate the data according to your needs.

DEFINITIONS:

Manage Fair Information Page – Provides a link to all fairs to which you have authorized access.

Manage Current Contribution Period – Displays the current processing period where you may enter or edit deductions for 401(k), 457, PST, and ARP. You may enter deductions as a positive or negative number. If no processing period is shown, review the deduction timetable for the date of the next processing period.

Manage Current Employees – Provides indicative data for every employee of your fair on record with CalHR. Use this link to update or create a new employee record.

View Historical Contribution Periods – This page provides a record of prior processing periods received.

650 Reports – All deductions that were added, changed, or deleted during the prior calendar month are displayed here on the 4th business days of each month.

Processing Period Reports – This page displays the start and end date of each processing period, the employee records transmitted within this time frame, and the date when Aon was scheduled to post the deduction.